



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
221ST BASE SUPPORT BATTALION
UNIT 29623
APO AE 09096

20 JUL 2004

AETV-WSB-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-31 (Honorary Use of Morale, Welfare and Recreation (MWR) Facilities)

1. Reference: AR 215-1, 29 Sep 95, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
2. Purpose: To establish policies and procedures that define the processes and responsibilities associated with the Honorary MWR Facility Use Program.
3. Applicability: The contents of this policy apply to all units and organizations supported by the 221st BSB and to:
 - a. Recipients of the Medal of Honor, honorably discharged veterans of the military services with 100 percent service connected disability, and their surviving spouses and family members.
 - b. Unremarried surviving spouses of military personnel who died while on active duty or while in retired status.
 - c. Former prisoners of war (POW) and spouses of POW or missing in action (MIA) military personnel.
 - d. Individuals, including Foreign Nationals, who have distinguished themselves in direct association with or in direct support of the military mission. These may include, but are not limited to, local, state or federal government officials, and civilian community leaders.
4. General: The Honorary MWR Facility Use Program is designed to provide the Commander with a tool for recognizing individuals who have distinguished themselves in support of the military mission. Recognition may be for a single noteworthy act, or for a continuing contribution that covers an extended period of time. The term "Honorary MWR Facility Use" covers all membership in recreational facilities encompassed by the Business Operations Division, to include Military Clubs, the Golf Course and the Rod and Gun Club. The actual use of any of these facilities is predicated upon the prior payment of all applicable membership fees and charges. For this purpose, fees will be computed at the same rate used for 06/07 and equivalent civilian personnel. Use of MWR facilities by personnel that do not have a valid ID card is subject to the restrictions imposed by applicable host nation laws and the current Status of

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Forces Agreement (SOFA). Use of MWR facilities by guests is authorized only when accompanied by the sponsoring "honorees."

5. Review Committee: A committee consisting of the 221st BSB Deputy Commander (D/CDR), Director of Community Activities (DCA), Public Affairs Officer (PAO), Staff Judge Advocate (SJA), and a representative appointed by the Senior Tactical Commander will review all nominations. The D/CDR will chair the committee. The committee will use one or more of the following criteria when evaluating nominations:

- a. Capacity of MWR Facilities to support increased patronage.
- b. Scope of support measured in terms of impact on the military mission, and/or quality of life, and/or time invested.
- c. Criticality and/or timeliness of the support relative to a specific requirement.
- d. Scope of support when measured over time, i.e., multiple years.
- e. Degree of spontaneity associated with support cited in nomination.
- f. Other forms of support deemed appropriate by the committee and documented in the nomination package and/or minutes of the committee meeting.

6. Responsibilities:

- a. The Director of Community Activities will:
 - (1) Serve as the primary point of contact for requests and nominations for this program.
 - (2) Correspond with organizations/individuals submitting nominations when added specifics are needed to assist in the review/approval process.
 - (3) Prepare Staff Actions containing all supporting documentation, recommended action, and memorandum of approval/ disapproval for the Commander's signature.
 - (4) Schedule meetings of the review committee on an "as required" basis.
 - (5) Publish minutes recording the committee's discussions and recommendations.
- b. The Public Affairs Officer will:
 - (1) Review and validate all nominations of local national government officials and local national community leaders.

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(2) Validation will include a brief, written justification that identifies each individual's title/position, and noteworthy contribution(s).

c. The Review Committee will:

(1) Review and evaluate all nominations for Honorary MWR Facility use.

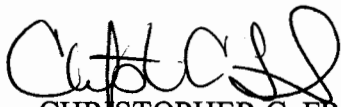
(2) Provide the BSB Commander with a recommendation for approval/disapproval for each nomination. The Review Committee will determine its recommendations by consensus of members present and voting.

7. Nominations of local national government officials occupying state and federal positions must be validated by the 104th Area Support Group (ASG) Political Advisor and endorsed by the 104th ASG Commander. The Commanders of the 222nd, 233rd, 284th, 410th, and 414th BSBs may nominate individuals that have distinguished themselves in support of their local mission by submitting a brief justification for each individual to this Headquarters, ATTN: AETV-WSB-DCA.

8. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the BSB AG within two weeks of the anniversary date. Policies requiring revision will be submitted within thirty days of the anniversary date for the Commander's approval/ signature.

9. Point of contact is Mr. Michael Pullin, Business Operations Division Administration, DSN: 338-7738.

10. "Excellence Always!"



CHRISTOPHER C. FRANKS
LTC, CM
Commanding

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